

COUNTY OF SAN DIEGO DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Notice of Funding Availability (NOFA) EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM

Release Date: February 27, 2015

Proposals Due: Friday, March 27, 2015, 5:00 p.m.

Todd Henderson Director

www.sdhcd.org



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Section One - Notice of Funding Availability (NOFA)

I. Introduction

Under this NOFA:

- The County of San Diego (County) Department of Housing and Community Development (HCD) is accepting proposals from eligible organizations providing assistance to persons experiencing homelessness or at-risk of homelessness within the Urban County. The Urban County includes communities located in the unincorporated area of San Diego County and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway and Solana Beach.
- Funds to be used for this NOFA are from the federal Emergency Solutions Grant (ESG) Program.
- The ESG program provides funding to meet the following objectives: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.
- HMIS participation is required by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act).

II. Background

The HEARTH Act, enacted into law on May 20, 2009, consolidated three separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program. One of the main revisions in the HEARTH Act was the revision of the existing federal Emergency Shelter Grant program into the new Emergency Solutions Grant (ESG) Program. The ESG regulations can be found at 24 Code of Federal Regulations (CFR), Parts 576.

III. Funding Available: Up to \$255,000

Through the U.S. Department of Housing and Urban Development (HUD) ESG Program, HCD has up to \$255,000 in <u>one-time</u> ESG funds available under this NOFA. These funds are available to non-profit organizations and/or public entities sponsoring projects within the Urban County. Funds under this NOFA must be implemented and fully expended during Fiscal Year 2015-16 (July 1, 2015-June 30, 2016). The contract term will be limited to 12 months, ending June 30, 2016. HCD will entertain proposals submitted by existing County ESG providers who request supplemental funds.

IV. Prioritization of ESG Objectives

For this NOFA, the following ESG objectives have been prioritized in the order below:

- 1. Emergency shelters;
- 2. Rapid re-housing for homeless individuals and families;
- 3. Engagement of homeless individuals and families;
- 4. Essential services to shelter residents; and
- 5. Homelessness prevention.

Proposals for projects that will address higher priority objectives will be receive priority ranking.

In addition to the priority order listed above, submittals that align with the regional 25 Cities North County initiative and the County's Live Well San Diego initiative, or address homelessness in the communities of Spring Valley and/or Lakeside will receive priority ranking.

- For more information on 25 Cities North County, visit http://211sandiego.org/NC-25cities
- For more information on *Live Well San Diego*, visit http://www.livewellsd.org/

NOTE: Due to the limited amount of ESG funds available, applications for rehabilitation, renovation or conversion will not be accepted at this time.

V. Conditions

HCD reserves the right to determine which funding source will be used to fund specific proposals, negotiate and award contracts to multiple applicants, and request additional information from applicants. By the act of submitting a proposal, applicants acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information they submit in response. HCD reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, or cancel this NOFA at any time. All submittal packages become the property of HCD.

All requirements of the ESG Program apply under this NOFA. The HEARTH Act significantly revised the ESG Programs regulations at <u>24 CFR Part 576</u> and established new requirements for the ESG Program. HCD recommends that all organizations applying for funding review ESG Program eligibility criteria carefully.

VI. Proposal Review

Proposals are subject to preliminary review for threshold criteria. Applicants providing incomplete or ineligible proposals will be so notified. A determination will be made concerning the consistency of the proposal with the priorities outlined in the County of San Diego Consortium 2010-2015 Consolidated Plan.

Following the above review, the proposal and HCD staff comments will be considered by a NOFA Review Panel. The NOFA Review Panel will make funding recommendations to the Director of HCD for consideration.

VII. Technical Assistance, Clarification and Addenda

Requests for clarifications regarding this NOFA should be directed to April Torbett at (858) 694-4824, or by email at April.Torbett@sdcounty.ca.gov. For the deaf or hard of hearing, please call (866) 945-2207.

Substantive changes in the submittal requirements, if any, will be made and issued in the form of an addendum posted on the HCD website and sent to all organizations requesting a NOFA package.

VIII. Applications

ESG NOFA applications can be downloaded from the following County website: www.sdhcd.org.

IX. Submittals

Applications must be received no later than <u>5:00 p.m. on Friday, March 27, 2015,</u> at HCD at the address listed below.

Submit an original set and three (3) sets of hard copies, for a total of four (4) sets, of your application and two (2) CDs in Word or PDF format by the March 27, 2015 deadline.

Please Note: HCD strongly urges applicants to provide ample time for delivery of applications.

Late submissions cannot be considered and will be disgualified based on time of receipt.

Submit applications to:

County of San Diego Department of Housing and Community Development Attn: Community Development 3989 Ruffin Road San Diego, CA 92123-1815

Faxed and/or emailed applications will not be accepted.

Section Two - NOFA Funding Source

I. Emergency Solutions Grant Program

- The federal ESG Program regulations are located at <u>24 CFR Part 576</u>.
- Under this NOFA, ESG funds will be awarded to non-profit organizations and/or public entities sponsoring
 projects within the Urban County (composed of the County unincorporated area and the CDBG
 participating cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway and Solana Beach).
- ESG funds will be awarded for one year.
- All funds awarded under this NOFA must be fully expended by June 30, 2016.
- The table below includes ESG eligible project components:

SUMMARY OF ESG ELIGIBLE PROJECT COMPONENTS

Project Component	Main Eligible Activities					
Emergency Shelter*	Renovation (Major Rehabilitation and Conversion), Essential Services, Shelter Operations, and Assistance required under URA. See 24 CFR 576.102.					
Rapid Re-Housing Assistance	Housing Relocation and Stabilization Services Financial Assistance: Moving Costs, Rent Application Fees, Security Deposits, Last Month's Rent, Utility Deposit and Utility Payment. Assistance may also include a one-time payment of rental arrears for up to 6 months. Services: Housing Search, Housing Placement, Housing Stability, Mediation, Legal Services, Credit Repair, Budgeting, Money Management. Rental Assistance: Short - Up to 3 months, Medium - 4-24 months. Tenant- Based Rental Assistance and Project-Based Rental Assistance. See 24 CFR					
Street Outreach*	<u>Essential Services</u> necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Component services generally consist of engagement, case management, emergency health and mental health services, and transportation. For specific requirements and eligible costs, see <u>24 CFR 576.101</u> .					
Homelessness Prevention HMIS**	Same activities as Rapid Re-Housing Grant funds may be used for certain Homeless Management Information System (HMIS) and comparable database costs, as specified at 24 CFR 576.107.					

^{*} ESG regulations limit street outreach and emergency shelter activities (combined) to no more than 60% of the fiscal year grant.

See HUD's ESG Program Components Quick Reference for more information.

NOTE: Due to the limited amount of ESG funds available, applications for rehabilitation, renovation or conversion will not be accepted at this time.

^{**} HMIS participation is required as a project component within all proposals, but may not be the sole project component.

Section Three - Proposal Parameters

I. Requirements for Submittal

To be responsive, a complete NOFA Application must contain the following items:

A. Affordability

Attachment A outlines income eligibility levels.

- "Extremely-Low Income" households are households whose adjusted household income is at or below 30% of the area median income ("AMI").
- "Very-Low Income" households are households whose adjusted household income is between 31% and 50% of AMI.
- "Low-income" households are defined here as households whose adjusted household income is between 51% and 80% of AMI.
- "Median income" is defined and published periodically by HUD for the San Diego Standard Metropolitan Statistical Area.

B. Project Location

Projects must be located within the jurisdiction of the Urban County or serve residents of the Urban County. Describe the project location and service area in as much detail as possible, including the street address, cross streets and Assessor Parcel Number. Please note priority areas listed on page one.

C. Consistency with the FY 2010-2015 County of San Diego Consortium Consolidated Plan Applicants are required to demonstrate that their project is consistent with the County of San Diego's current HUD-approved Consolidated Plan. Item 5 in the NOFA application addresses this requirement.

D. Match Requirements

<u>Section 576.201</u> of ESG regulations requires a 100 percent funding match. For this NOFA, applicants must match dollar-for-dollar the ESG funding provided by HCD with funds from other public or private sources.

E. Board Resolution

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents. Use EXHIBIT 2.

F. Articles of Incorporation and By-Laws

All proposals must include current Articles of Incorporation and By-Laws for the organization.

- G. Audited Financial Statements Submit the following information for the last two (2) fiscal years:
 - Audited financial statements of the entire organization with the applicable notes;
 - Independent Auditor's Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards.
 - Independent Auditor's Statement of Findings and Questioned costs.

H. Evidence of Funding Commitments

Letters from other funding sources must include the name, title, and telephone number of the responsible contact person and funding amount.

I. Cost Allocation Plan

All applicants must submit a cost allocation plan that clearly demonstrates how direct and indirect costs are shared between the project and other agency projects.

J. Position Descriptions

Provide a position description for all proposed staffing positions funded by the project.

K. Organizational/Staffing Chart

Applicants must include an organizational/staffing chart that describes the overall organization and illustrates the relationship of the proposed program with other organizational divisions, programs and sections. Indicate the lines of organizational management, authority, and responsibility. The staffing chart identifies program staff positions (by name and title, if known) and reporting responsibility.

L. Project/Program Description

Applicant must describe the proposed project/program (work to be performed, components to be undertaken, or services to be provided) and also describe specifically how the requested ESG funds will be used. Describe how this project will benefit persons experiencing homelessness or at risk of homelessness. Describe the problem or need that the proposed project is intended to address.

M. Homeless Management of Information System Participation

ESG recipients will assure compliance with all HUD record-keeping provisions, including use of the HMIS for clients served by ESG-funded programs. The cost of complying with this requirement must be reflected in the project budget.

N. Recordkeeping

Under ESG, programs are also required to keep a record of all clients that are screened and classified as ineligible. The ESG recordkeeping and reporting requirements state that for each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination. (See 24 CFR § 576.500(d)).

II. Requirements for Funding

The following items must be completed prior to funding:

A. Environmental Review

From the time the application has been submitted, the contractor must not commit funds or take any choice limiting actions (including option agreements or contracts for site purchase, excavation, filling, construction, rehabilitation, renovation, conversion or other physical activities) until completion of the environmental processing and HUD's formal Release-of-Funds, regardless of whether the work would be accomplished with federal funds or other matching funds. Failure to comply will jeopardize the availability of HUD funds for the project. An environmental review must be completed before HCD will execute a contract. HCD staff conducts this review using information provided in the application.

B. Insurance Requirements

Proof of insurance meeting these requirements must be submitted to HCD ten (10) days prior to contract execution.

General Liability Insurance:

Funding recipients will be required to obtain and provide evidence of general liability insurance in the amount of \$1,000,000 per occurrence for bodily injury, personal injury and property damage. The General Aggregate limit shall be \$2,000,000.

Automobile Liability Insurance:

Funding recipients will be required to obtain and provide evidence of automobile liability insurance in the amount of \$1 million per each accident for bodily injury and property damage.

Endorsement to General Liability and Automobile Insurance:

Each Contractor is required to name the County of San Diego as an additional insured on their general liability and automobile insurance policies.

Workers' Compensation, as required by the State of California and Employer's Liability Insurance.

Depending on the contract scope of work, the requirement for Builders Risk on an All Risk basis and Contract Bonds may need to be included in the funding recipient's insurance coverage.

III. Project Administration and Monitoring

HCD is the administrative and monitoring agency for projects awarded through this NOFA. Note the following project funding conditions:

A. Disbursement of Funds

It is estimated that it will take between one to two months before contract documents are executed. The actual time will vary according to the complexity of the approved project(s), environmental constraints, and contract negotiations. HCD expects to execute one-time ESG contract(s) effective July 1, 2015.

Under this NOFA, HCD will award ESG funds in the form of grants. HCD distributes funds through a reimbursement program. Expenses incurred prior to the effective date of the executed contracts are not eligible for reimbursement. Billings for reimbursement must be submitted in accordance with contract specifications, 24 CFR Part 84 and OMB Circulars A-110, A-122, A-133.

B. Funding Reallocations

HCD reserves the right to reallocate funds from one approved project to another or to a new activity, or to cancel fund reservations at its discretion if projects are not proceeding satisfactorily (in the sole opinion of HCD) towards commencement of the proposed activity.

Section Four - Project Proposal Ranking

Each proposed project is rated on the merits of the application using criteria for need, feasibility, fiscal, and project management capacity. A minimum score of 70 (seventy) out of 100 (one hundred) points is required for a project to be recommended for funding by the review panel.

All proposals will be reviewed for completeness and threshold criteria. All proposals must meet the threshold criteria to be forwarded for further review by a NOFA review panel. The threshold criteria for ESG NOFA proposals are as follows:

Threshold Criteria

 _ Serves residents whose incomes are at or below 30% of the AMI
 _ Serves persons experiencing homelessness or at risk of homelessness

Consistent with the 2010-2015 Consolidated Plan

Urban County Benefit

_____ 100% match funding is proposed and funding source is identified

Once proposals have been screened for threshold criteria and have been forwarded for competitive review, a NOFA Review Panel will be convened. The next page contains scoring criteria that will be used for the NOFA process. Funding recommendations will then be made to the Director of HCD for consideration.

PROJECT PROPOSAL RANKING	
	Maximum Possible Points
A. Project Need	
1. Target Population – Does the applicant describe the target population or subpopulation and how they are accessed? Does it address the needs of the population? Does it describe challenges and barriers?	5
2. Geographic Area – Does the applicant describe the location? Does the project benefit the needs of Urban County Residents? HCD will prioritize eligible components that align with the 25 Cities North County initiative or address homelessness in the communities of Spring Valley and/or Lakeside.	15
3. Consolidated Plan – Does the applicant demonstrate how the proposal meets with the priorities outlined in the County of San Diego Consortium 2010-2015 Consolidated Plan?	10
	30
B. Project Description	
 Project Goals/Objectives/Activities – Does the applicant provide a complete description of program? 	10
2. How does the project benefit persons experiencing homelessness or at risk of homelessness? Proposals for projects that will address higher priority objectives will be receive priority ranking (See Section One, Subsection IV).	20
	30
C. Experience, Management and Staffing	
1. Agency/Program Experience – Does the applicant describe in detail the agency/program experience in developing, implementing and evaluating the proposed project or comparable project?	9
2. Government Contracts – Does the applicant have any experience with government contracts for similar projects? Have there been any corrective actions and were they resolved? If none, does the applicant have other contracts for similar projects?	6
3. Organizational/Staffing Chart – Did the applicant include an organizational/staffing chart? Does the chart illustrate organizational management, authority, and responsibility? Does the chart identify program staff (including title and FTE) and demonstrate the lines of accountability and reporting responsibility for the proposed project?	2
4. Position Descriptions – Does the applicant provide a position description for all the proposed staffing of the project? Does the position description reflect the proposed project? Does the applicant provide a résumé for the Executive Director/Chief Executive Officer? Does the résumé demonstrate capacity/experience to support the project?	3
	20
D. Fiscal Capacity	
1. Match – Does the applicant provide evidence of at least 100% Match?	5
2. Audited Financials – Does the applicant provide last two (2) fiscal years' Audited Financial Statements of the entire organization with the applicable notes, Independent Auditor's Report on Compliance and Internal Control over Financial Reporting based on an Audit of the Financial Statements in Accordance with Government Accounting Standards and Independent Auditor's Statement of Findings and Questioned costs?	5
3. ESG Cost Allocation Plan – Does the applicant provide a detailed cost allocation plan that clearly demonstrates how direct and indirect costs are shared between the project and other agency projects? Is it consistent with OMB Circular A-122?	10
	20
E. Total	100

APPLICATION CHECK LIST

Please complete the following checklist and submit this form with the application.

All pages 8.5 x 11 inches One master copy (no staples or binders) and three copies; both signed. Two CDs with electronic file copies. **Requirements for Submittal** NOFA Application with Exhibits (pages 10-15) ATTACHMENTS: Articles of Incorporation and By-Laws Audited Financial Statements/Single Audit (last two (2) fiscal years) ☐ Board Resolution For non-profit organizations, proof of 501(c)(3) status Evidence of Funding Source Commitments (ESG, evidence of 100% match) The following requirements need not be submitted with the initial NOFA application. However, the applicant is encouraged to submit available documentation for the requirements below. **Requirements for Funding** ☐ Environmental Review General Liability Insurance, Automobile Liability Insurance and Workers Compensation Insurance. The proposal and its submittals have been reviewed for completeness using the checklist above. Authorized Signature: ______ Title: _____ Date: _____

NOFA APPLICATION

County of San Diego Department of Housing and Community Development

Emergency Solutions Grant (ESG)

PROJECT TITLE:		
. APPLICANT:		
Contact Person		
		Telephone
Organization Ad	ddress:	
Phone:		Fax:
Email:		
Non-profit Organiza	ationPublic E	ntity
oes your organization expend \$	\$500,000 or more a year in fe	ederal funds?YesNo
. SUMMARY OF FUNDING	REQUEST (List by fundi	ing activity):
	Activity	ESG
Γ		
-		
		1

5. GENERAL PROJECT INFORMATION

NOTE: Due to the limited amount of ESG funds available, applications for rehabilitation, renovation or conversion will not be accepted at this time.

TOTAL REQUEST

\$

Attach pages as necessary to describe the following:

Describe how your project is consistent with the priorities outlined in the County of San Diego Consortium 2010-2015 Consolidated Plan. Identify which of the Consolidated Plans goal(s) and objective (s) your project will help accomplish. Identify which special needs and disabled population(s) will be served in accordance with the Consolidated Plan.

Describe how your project aligns with the regional 25 Cities North County initiative.

Describe how your project supports the goals and objectives of the County's *Live Well San Diego* components of Building Better Health, Living Safely, and Thriving.

Provide a summary description of project proposed, including the projected number of clients or units/beds to be served. In addition, please indicate if your project will serve the communities of Spring Valley and/or Lakeside.

6. TARGETING

Attach pages as necessary to describe the following:

Describe the characteristics of the population to be served (e.g. youth, seniors, persons with disabilities, etc.) and the geographic area to be benefited. It is important to also attach a map (e.g. Thomas Bros. Map) showing the project location and draw a line on the map outlining the boundaries of the geographic area served.

(1)	Total number of housing units/beds upon project completion:	
(2)	Total number of assisted units/beds upon project completion:	
(3)	Total number of extremely low-income households (at or below 30% of AMI) to be served	
(4)	Total number of very low-income households (31-50% of AMI) to be served:	
(5)	Total number of low income households (51-80% of AMI) to be served:	
(6)	Total number of persons experiencing homelessness to be served:	
(7)	Total number of persons at risk of homelessness to be served:	
(8)	Other project objectives:	

Median income is defined and published periodically by the United States Department of Housing and Urban Development (HUD) for the San Diego Standard Metropolitan Statistical Area. Please refer to Attachment A.

7. APPLICANT EXPERIENCE

Attach pages as necessary to describe the following:

A. Organization

Describe the following for the organization:

- (1) Mission Statement
- (2) Past activities/experience
- (3) Administrative structure
- (4) Cost Allocation Plan

B. Technical Capacity

- (1) Describe the organization's capability to administer the project proposed.
- (2) Attach resumes of staff and consultants specifically assigned to this project and describe contractual relationship.

8. OTHER

State anything else pertinent about the proposed project.

9. CERTIFICATION

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.

Authorized Signature [Board Officer]	Typed Name
Title	Date Signed

Submit an original set and three (3) sets of hard copies for a total of four (4) sets of your application and two (2) CDs in WORD or PDF Format prior to the date and time specified in the cover letter.

County of San Diego Department of Housing and Community Development Attn: Community Development 3989 Ruffin Road San Diego, CA 92123-1815

Faxed and/or emailed Applications will not be accepted.

Exhibit	1	

FSG PROGRAM BUDGET 2015-2016

LOG FROGRAM DODGET 2010-2010					
APPLICANT:					
PROGRAM NAME:					

Sources of Funds:	ESG Funds:	Applicant's Funds:	Other Sources: (List each separately)	TOTAL:
Hara of Francis				
Uses of Funds:				
Street Outreach ¹ :				
Service Activity:				
Service Activity:				
Service Activity:				
Emergency Shelter ² :				
Operational Activity:				
Operational Activity:				
Operational Activity:				
Homelessness Prevention				
Activity:				
Activity:				
Activity:				
Rapid Re-Housing				
<u>Assistance</u>				
Activity:				
Activity:				
Activity:				
HMIS ³				
Activity:				
TOTAL:				

- 1: Limited up to 60% of the total fiscal year grant for street outreach and emergency shelter activities combined
- 2: Limited up to 60% of the total fiscal year grant for street outreach and emergency shelter activities combined.
- 3: HMIS participation is required by the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act).

Exhibit 2 Board Resolution

[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS

<u>OF</u>

WHEREAS, this entity has a minimum of four directors who constitute a quorum for conductir organization business; the organization conducts quarterly board meetings; quarterly financial statements a reviewed by the board; and, the executive director and other paid staff do not serve as voting board members
WHEREAS, is a [Status Corporation; i.e., A Non-profit Public Benefit Corporation, qualified pursuant to the provisions of Intern Revenue Code Section 501 (c) (3), etc.];
WHEREAS,, recognizes that the community at large, and especial low-income residents have many diverse needs for social, housing, education and other services;
WHEREAS,, is committed to effectively serving the communities referenced in the prior recital; and
NOW THEREFORE BE IT RESOLVED as follows: 1. That is committed to providing safe, decent ar affordable housing for persons of very low, low and moderate-income levels;
2. That on or about
amount not to exceed(\$) from the County of San Diego, Departme of Housing and Community Development.
 That the Board of Directors further voted to authorize the
4. That the Board of Directors further authorized the [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the County of San Diego, Department of Housing and Community Development to implement the funding and making of the grant.
I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting the Board of Directors on
I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.
Executed thisday of, 20, at San Diego, California.
By:
Title:

NOFA ATTACHMENTS

Attachment A HUD Income Limits for the County of San Diego – Effective July 1, 2014

The following are income limits for moderate, low and extremely low-income families, adjusted for family size.								
	FAMILY SIZE							
INCOME	1	2	3	4	5	6	7	8
Low Income (80% of AMI)	\$44,200	\$50,500	\$56,800	\$63,100	\$68,150	\$73,200	\$78,250	\$83,300
Very Low Income (50% of AMI)	\$27,650	\$31,600	\$35,550	\$39,450	\$42,650	\$45,800	\$48,950	\$52,100
Extremely Low Income (30% of AMI)	\$16,600	\$18,950	\$21,300	\$23,850	\$27,910	\$31,970	\$36,030	\$40,090